

# Issue Analysis Form



**Date:** 03/09/2021  
**Item:** Award of Contract – & Appropriation Architect Garage Expansion  
**Lead Department(s):** General Services, Garage, Finance  
**Contact Person(s):** Mike Purvis; Betsy Drewry

## Description and Current Status

During the adoption of the FY2021 budget and CIP, the Board of Supervisors approved a Garage Expansion as a FY2021 capital project to be paid for with debt issuance in the spring of 2021. The main focuses of the expansion are to allow for the repair and maintenance of large apparatus within an enclosed garage bay, and to add office and storage space.

The County contracted with three architectural firms on November 10, 2020 (RFP 21-04-0504); and Guernsey Tingle, one of our contracted firms provided a pricing proposal for programming, schematic design and construction document phase services on February 11. The proposal of \$112,900 is included as **Attachment 1**.

Staff is recommending **award of contract to Guernsey Tingle in the amount of \$112,900** for these project phases.

Funds for architectural services will be derived from a Spring or Summer 2021 borrowing as part of the CIP Garage Expansion project.

### Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with **Guernsey Tingle not to exceed \$112,900**
- Appropriation of \$112,900 from future debt issuance
- Reimbursement resolution allowing the County to reimburse itself for A/E services when debt is issued

### Two draft resolutions for board consideration are included in the board packet.

- Combined Award of Contract and Appropriation Resolution (revenue source bond proceeds)
- Reimbursement Resolution to allow the County to pay for A/E services and reimburse itself after bonds are issued

Final designs will be shared with the board and an Invitation for Bid issued for construction after design is complete. The requested March 9 action does not include appropriation for construction costs.

### Government Path

- Does this require IDA action?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No
- Does this require Board of Supervisors action?  Yes  No
- Does this require a public hearing?  Yes  No
- If so, before what date?  Yes  No

### Fiscal Impact Statement

Use of up to \$112,900 in planned Spring or Summer 2021 bond proceeds (total project estimate included in CIP \$2,100,000 – with A/E and all Furniture, Fixtures & Equipment). This CIP project will not create a tax increase and sufficient contributions to debt reserves were included in the adopted FY2021 budget.

### County Impact

Expansion of the County Garage will allow for the repair and maintenance of large apparatus in an enclosed bay and will expand office and storage space.

### Notes



February 11, 2021  
*Revised February 15, 2021*

Michael Purvis  
Director General Services  
6400 Courthouse Rd., Bldg. #10  
Prince George, VA 23875

**RE: 6300 Laurel Spring Road, Prince George  
Fleet Maintenance Building Additions**

Dear Michael:

GuernseyTingle is pleased to provide this proposal to perform Programming, Schematic Design, and Construction Document Phase services for the property described above. Our understanding of the goal of the project is to provide additions at the Prince George Fleet Maintenance Building. Our scope for these phases will initially be based on work performed in the Feasibility Study Phase completed by WW Associates on January 23, 2020.

Our services shall include the following:

**Programming Phase:** We are including time for consultation with HDR, a professional design firm specializing in the design and operation of maintenance facilities. They will make a site visit to tour the existing space and meet with staff to document the existing equipment and usage. GT will participate in this visit and verify existing conditions while on site. From this meeting, HDR will make recommendations for the most efficient use of space, existing equipment, and potentially needed new equipment. Their involvement will continue throughout design as they review each design submittal to help develop efficient plans and to ensure that the programming needs are being met.

***We propose to provide work for the Programming Phase for a fixed fee of \$9,764.***

**Schematic Design Phase:** Based on information gathered during the Programming Phase, we will develop schematic demolition and new floor plans, as well as exterior elevations, and building sections. Our engineers will develop schematic structural, plumbing, mechanical, and electrical plans. We will perform a preliminary code analysis. We will perform hazardous materials testing and provide a report of findings. A cost estimate will be provided based on the schematic plans. We will meet virtually with the Owner, or in person if desired, to review the schematic design and cost estimate.

**Construction Documents Phase:** Based on comments received by the Owner during Schematic Design, we will make adjustments to the documents. We will prepare final construction documents for permit to include foundation and framing plans, floor plans, roof plan and details, building elevations, building and wall sections, window and door details & schedules, interior finishes and casework elevations, book specifications, and general notes for pricing, construction and required building permits. Specifications will be included for hazardous materials abatement if needed, based on report findings. We will also prepare final plumbing, mechanical, and electrical plans, and schedules. We will make a final coordination with the civil engineer. A cost estimate will be provided based on the construction document plans. We will meet with the owner for cost estimate and construction document approval prior to completing the permit documents.

***We propose to provide work for the Schematic Design and Construction Documents Phases for a fixed fee of \$103,111.***

These fees include estimated reimbursable expenses for travel mileage and printing services. Actual expenses will be included at invoicing. This proposal for architectural services does not include the following:

- Bidding Negotiation Services.
- Construction Administration Services.
- Interior furniture, fixtures, and equipment. We will coordinate and provide the infrastructure for Owner provided FFE.
- Fire Suppression System design or engineering.
- Three dimensional images or color renderings.
- Value engineering services.

We have included a Scope of Work & Fee Worksheet, showing our breakdown of the proposed tasks and hours. Standard terms, conditions, and hourly rates are as agreed to in Prince George County Contract #21-04-0504 dated November 12, 2020.

We look forward to working with the Prince George County on improvements to this important facility.

Sincerely,



Stephanie L. Kalantarians, AIA  
Vice-President  
GuernseyTingle

Enclosures: Scope of Work Fee Worksheet

Accepted:
_____ Signature
_____ Name & Title
_____ Date

**Prince George Fleet Maintenance Reno**  
Proposed Scope of Work and Fee Worksheet  
GuernseyTingle



Project No. 221072  
Date: 2/11/23  
Revised Date: 2/16/23

Phase & Task	GuernseyTingle Principal		Senior Project Manager		Project Manager		Architect/ Designer III		Architect/ Designer II		Architect/ Designer I		Designer/ Technician		Administrative		HOR		Place Collab.		Downey & Scott		Mairne Chemtala		Mifflin/ Printing		Subtotal	
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost		
Programming																												
Site Visit - Existing Conditions																												
Programming mtg. with Owner																												
Project coordination																												
<b>Total Programming</b>	0	\$ -	0	\$ -	20	\$ 2,160	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Schematic Design																												
Title Sheet and Code Summary																												
AD101 Demolition Plan																												
A-102 First Floor Plan																												
A-103 Second Floor Plan																												
A-201 Exterior Elevations																												
A-202 Building Sections																												
A-203 Structural Drawings																												
A-204 Plumbing Drawings																												
A-205 Mechanical Drawings																												
A-206 Electrical Drawings																												
A-207 Construction Document Cost Estimate																												
A-208 Construction Document Mtg. with Owner																												
A-209 Building Permit Submittal and Responses																												
A-210 Quality Control Review																												
A-211 Project Coordination																												
<b>Total Construction Documents</b>	0	\$ -	0	\$ -	64	\$ 9,472	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Bidding/Negotiation																												
Total Bidding/Negotiation	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Construction Administration																												
Total Construction Admin.	0	\$ -	0	\$ -	130	\$ 19,240	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Construction Documents</b>	0	\$ -	0	\$ -	194	\$ 28,712	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Construction Documents</b>	0	\$ -	0	\$ -	194	\$ 28,712	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -

NOT INCLUDED IN PROPOSAL

NOT INCLUDED IN PROPOSAL

Total Construction Admin.  
Total Construction Documents  
Total Construction Documents

\$ 112,896

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 9<sup>th</sup> day of March, 2021:

Present:

Vote:

Floyd M. Brown, Jr., Chairman  
Marlene J. Waymack, Vice-Chair  
Alan R. Carmichael, Jr.  
Donald R. Hunter  
T. J. Webb

A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM DEBT PROCEEDS (\$112,900 ARCHITECTURAL AND ENGINEERING SERVICES COUNTY GARAGE EXPANSION)**

WHEREAS, a pricing proposal was received from Guernsey Tingle, one of three contracted Architectural and Engineering Firms as awarded on November 10, 2020 via RFP 21-04-0504, in an amount not to exceed \$112,900 for programming, schematic design and construction document phases of a Garage Expansion project; and

WHEREAS, the Garage Expansion was included in the adopted FY2021 CIP, with the planned funding source of a spring or summer 2021 borrowing; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Guernsey Tingle for programming, schematic design and construction document phase services, in an amount not to exceed \$112,900 to move forward with the design of a Garage Expansion.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of March, 2021, hereby awards the contract for the programming, schematic design and construction document phases of Architectural and Engineering Services for a Garage Expansion to Guernsey Tingle in an amount not to exceed \$112,900 and authorizes the County Administrator to execute a contract with Guernsey Tingle.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of March, 2021, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0311-01-002-3208-48240	CIP – County Garage Expansion	\$112,900
<u>Revenue:</u>		
0311-40-900-8115-341401	Debt Proceeds	\$112,900

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 9<sup>th</sup> day of March, 2021:

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Present:

Vote:

Floyd M. Brown, Jr., Chairman  
Marlene J. Waymack, Vice Chair  
Alan R. Carmichael  
Donald R. Hunter  
T. J. Webb

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A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS**

**WHEREAS**, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the purchase of the programming, schematic design and construction document phases of architectural services for an expansion of the County Garage of \$112,900;

**WHEREAS**, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$112,900;

**WHEREAS**, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$112,900 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

**WHEREAS**, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County as follows:



1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$112,900.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator